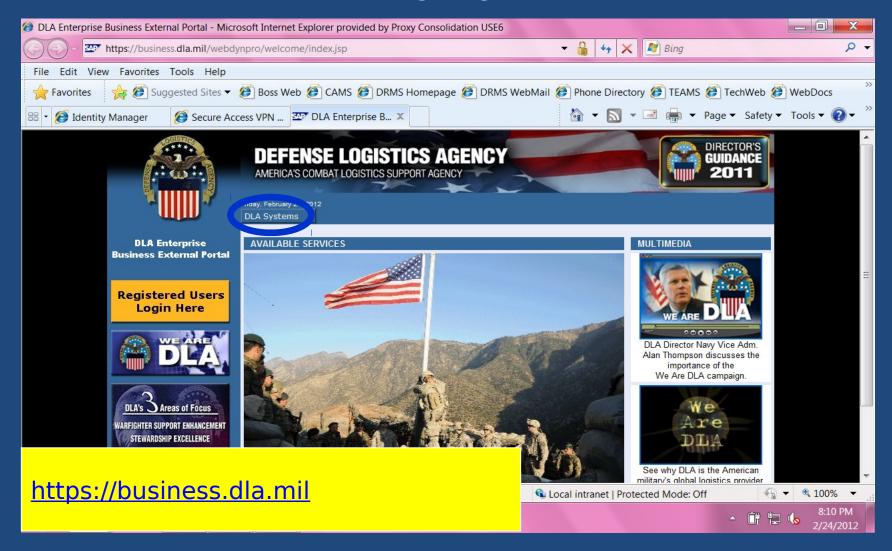
## ETID

Electronic Turn-in Document

## CUSTOMER OVERVIEW

**JAN 2013** 

#### DLA Enterprise External Business Portal



## DLA Enterprise External Business Portal

- Used by DOD users & DOD Contractors
- Used by Public/Non-DOD users
- DLA Employees use the DLA EBS Internal Portal
- Provides external partners with a single point of access to DLA business applications
- Highly secure, web enabled interface that provides single sign-on capabilities
- Simplified account set-up and maintenance process
- Provides customers with accurate, timely info

#### Summary

External Portal
-----------------

Customer Role (DDS-

#### Internal Portal

RTD Customer ASO

EXCEITIGITION	·	<u>IIICCITIATI OTCAI</u>
DoD User & DoD Contractor	Public/Non-DoD	DLA Employee
Use CAC Card	Create User ID & password	Use CAC Card
Requires supervisor name & security officer & IA completion date	Requires less data fo the AMPS registration process	
<u>https://business.dla</u> <u>.mil</u>	https://business. la.mil	d https://pep1.bsm.dla. mil/irj
Only request the RTD and ETID Roles	Only request the RTD and ETID Roles	Request <b>BOTH</b> the Internal <u>Portal</u> RTD role (JD-854) and/or ETID role (JD-856) <u>PLUS</u> the required RTD & ETID roles
RTD Customer Role (DDS-413) and/or ETID	RTD Customer Role (DDS 413) and/or ET	RTD Customer ID Screener (DDS 369),

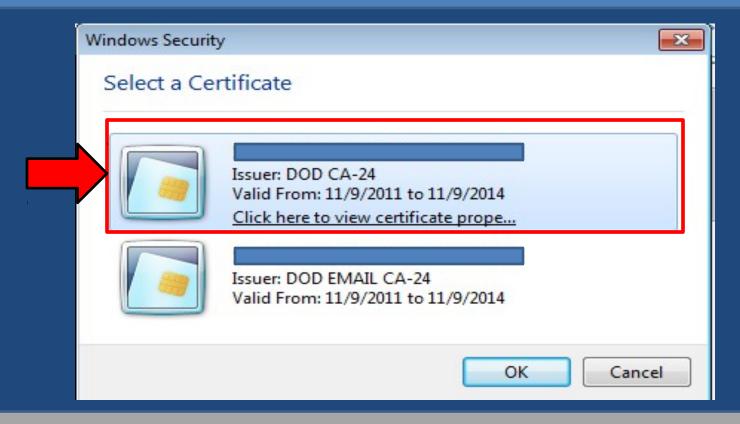
Customer Role (DDS)

#### Accessing the DLA Enterprise External Business Portal

- 1. Go to the DLA Enterprise External Business Portal at https://www.iness.dla.ml
- 2. Click on "Registered Users Login Here"

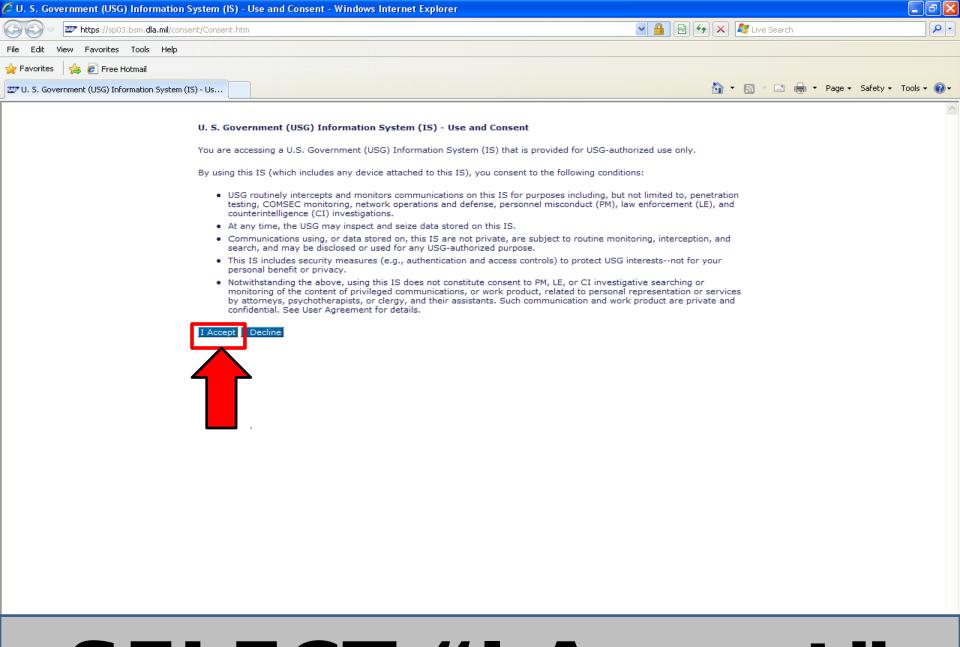


# ETID is now accessed through the BSM portal link:

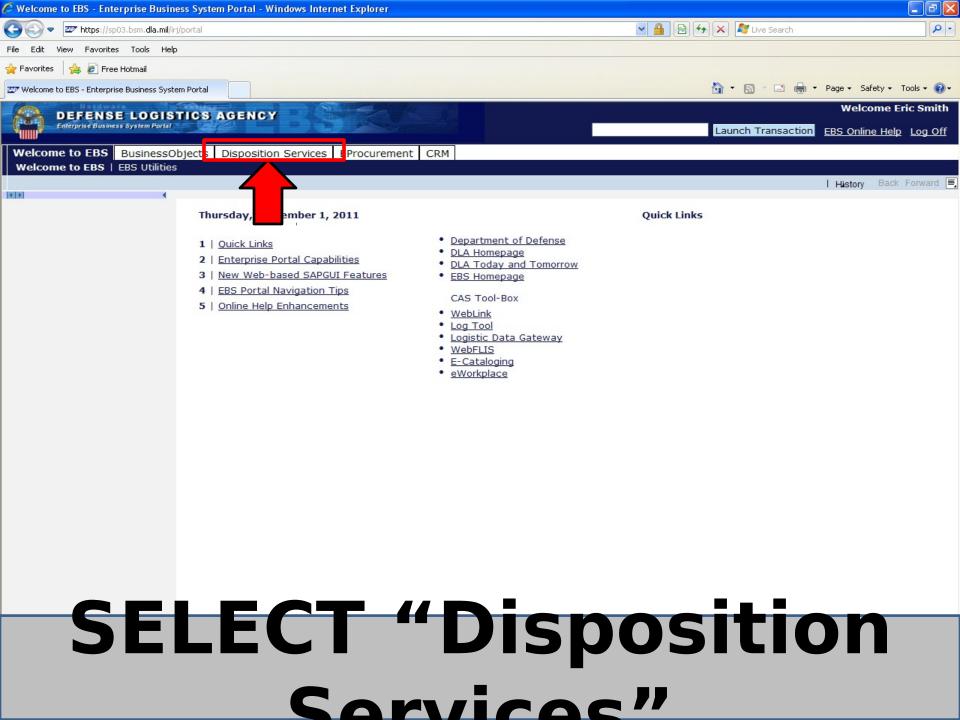


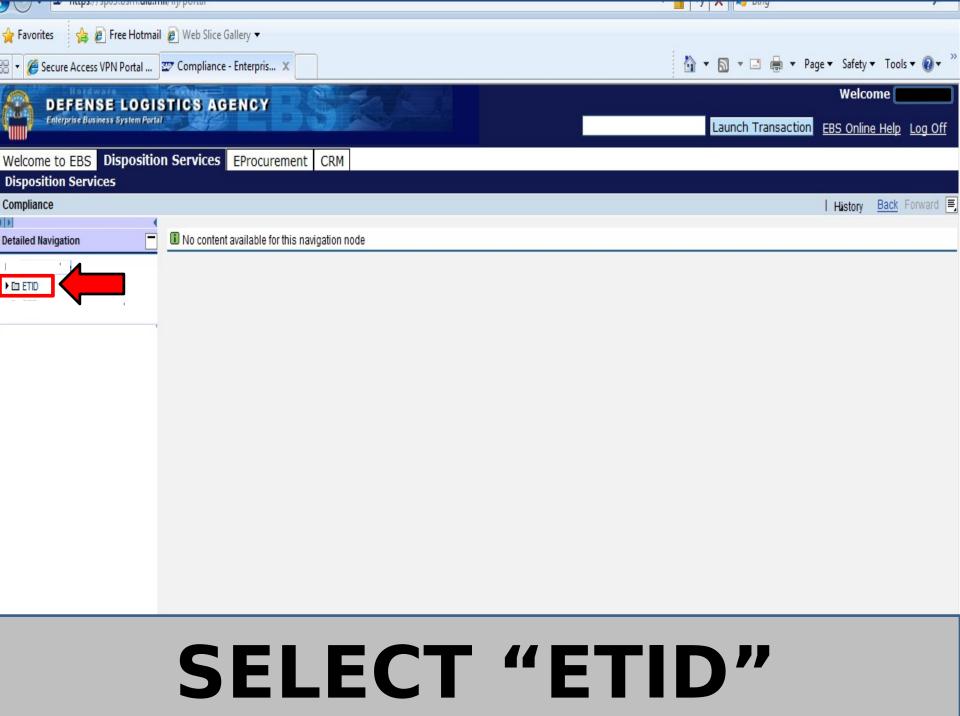
External Portal: <a href="https://business.dla.mil">https://business.dla.mil</a>

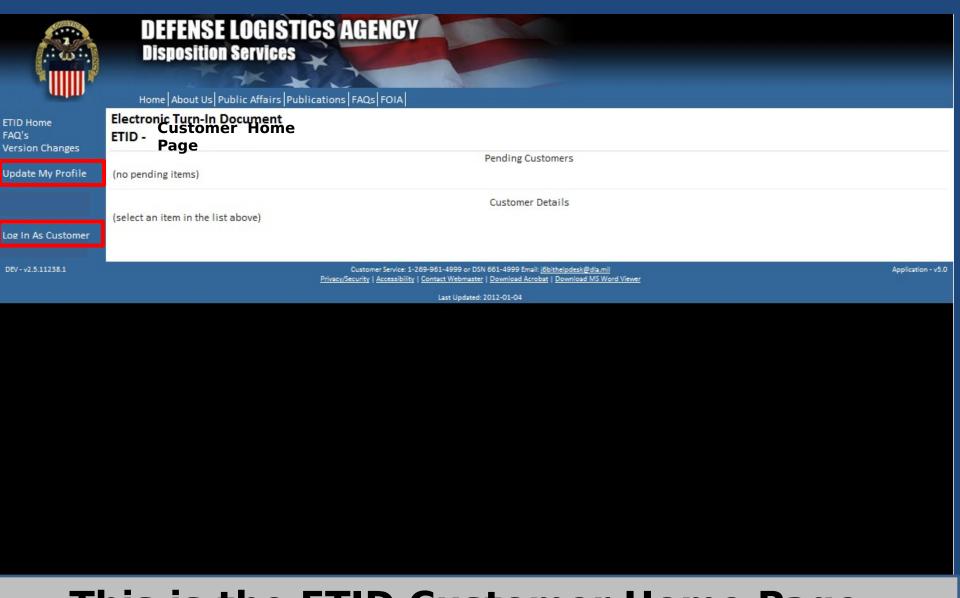
Internal Portal: <a href="https://pep1.bsm.dla.mil/irj">https://pep1.bsm.dla.mil/irj</a>



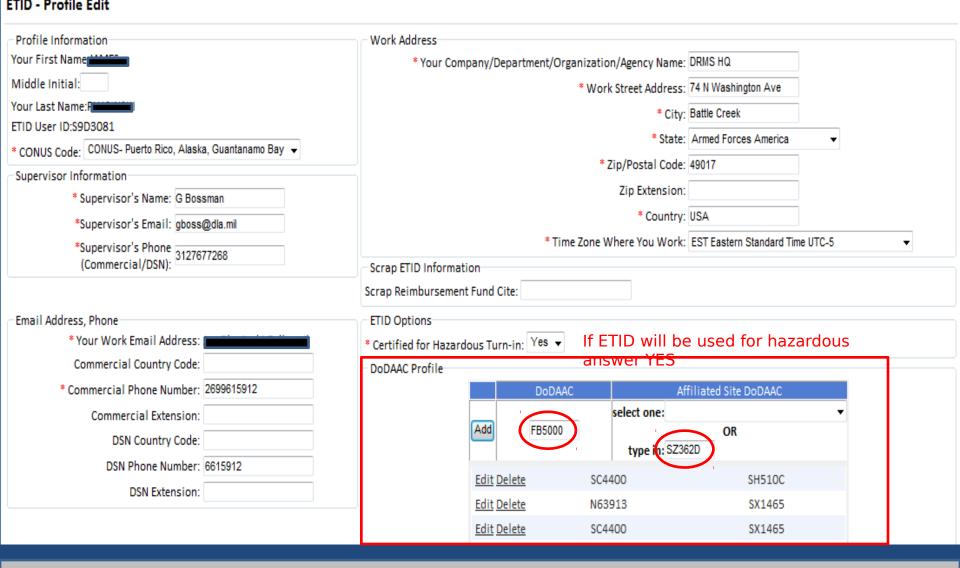
#### SELECT "I Accept"



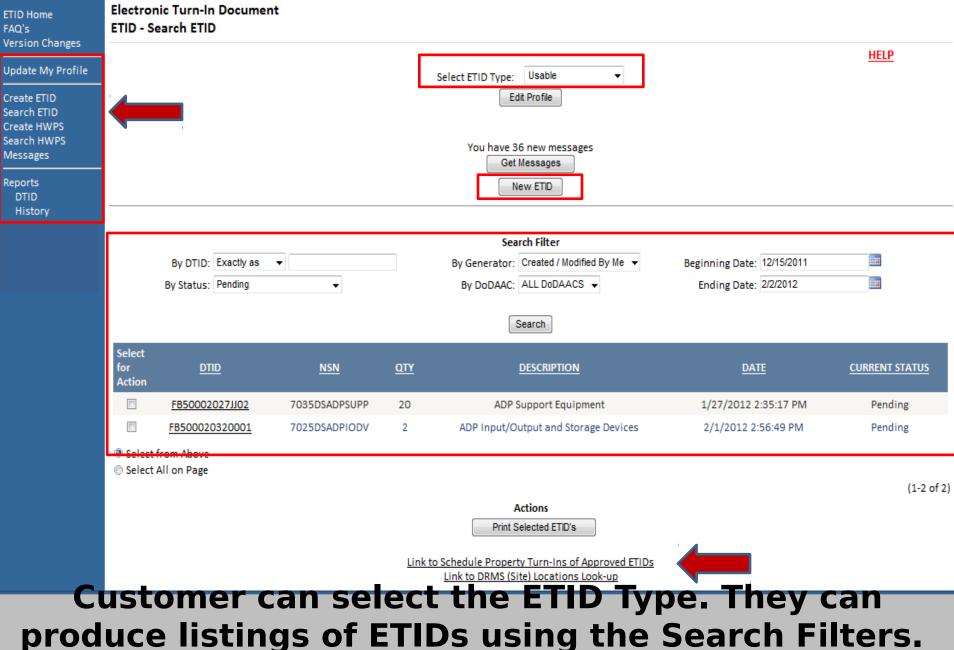




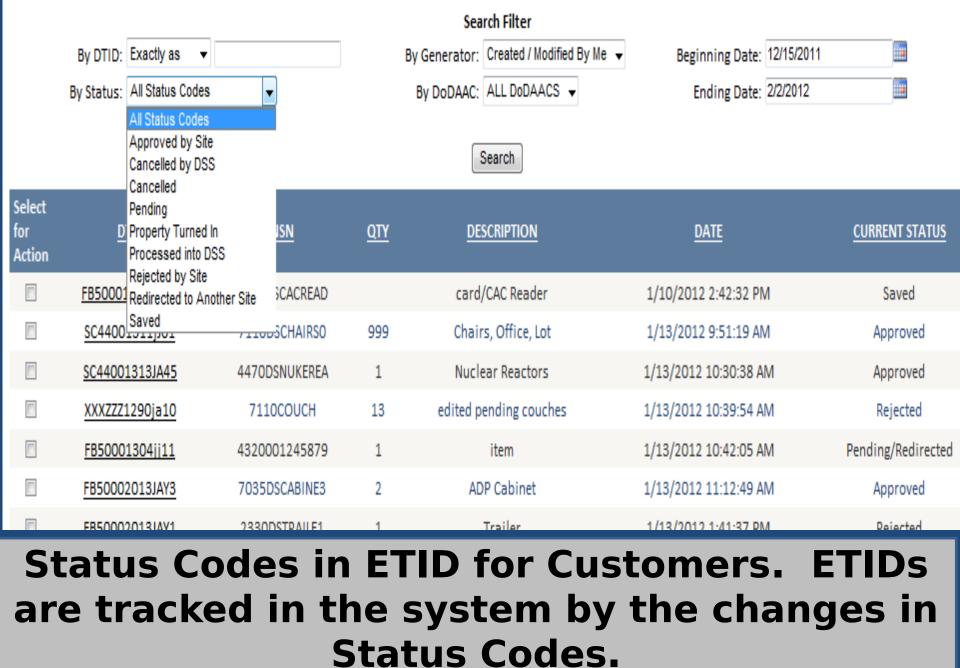
# This is the ETID Customer Home Page. Customers have options to update their profile or log in as a customer.

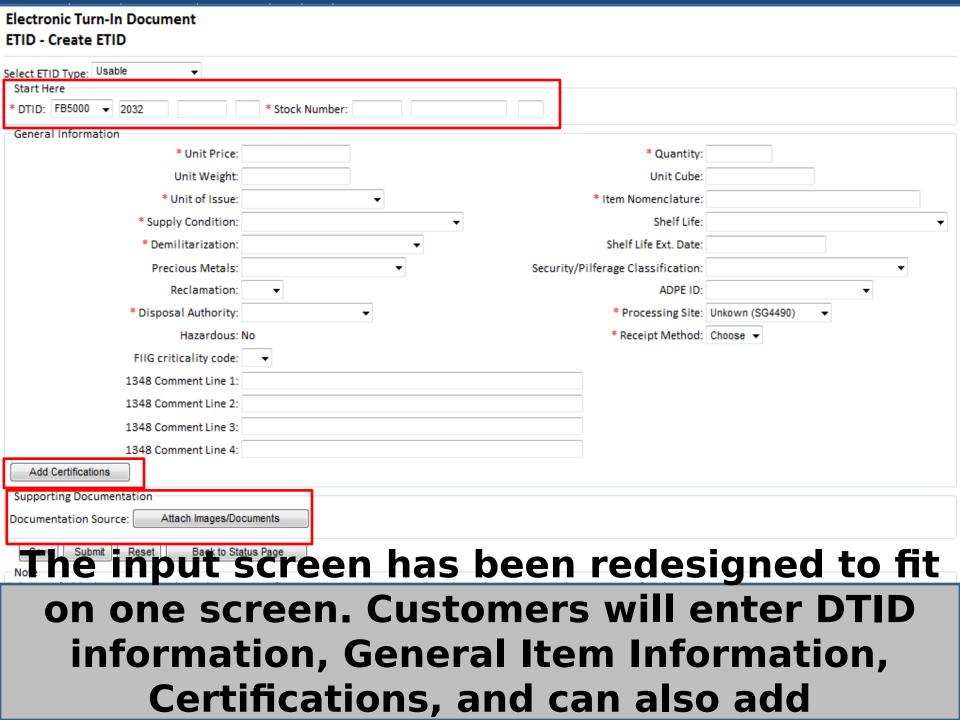


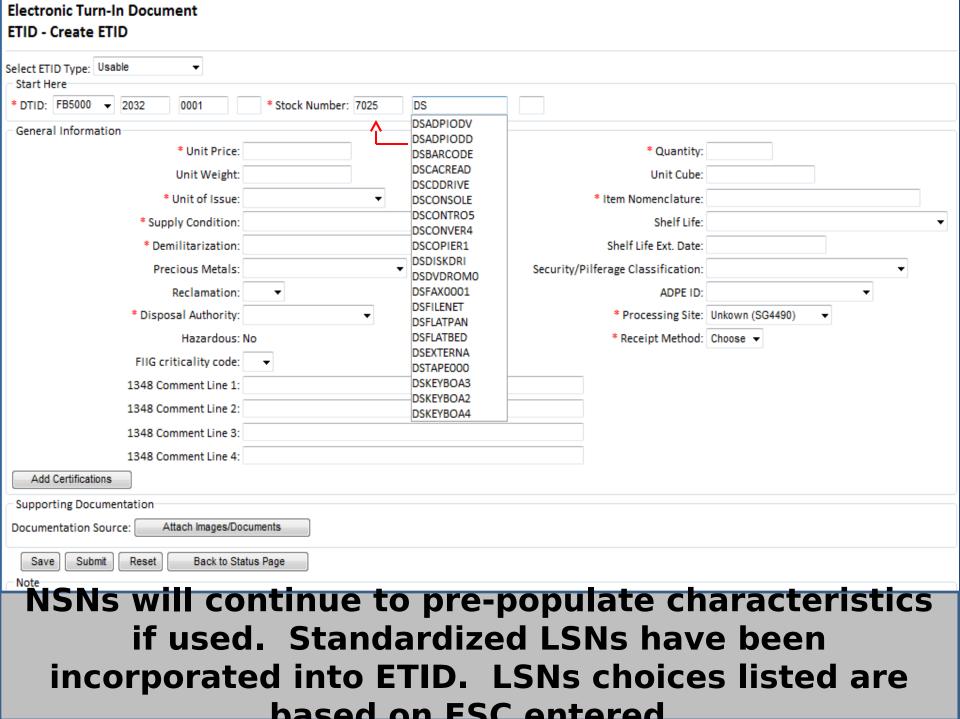
Customers must enter both their DoDAAC and a Site DoDAAC. To turn in hazardous property, they must answer "Yes" to the Certified for Hazardous Turn-in question in their profile and complete additional profile information.

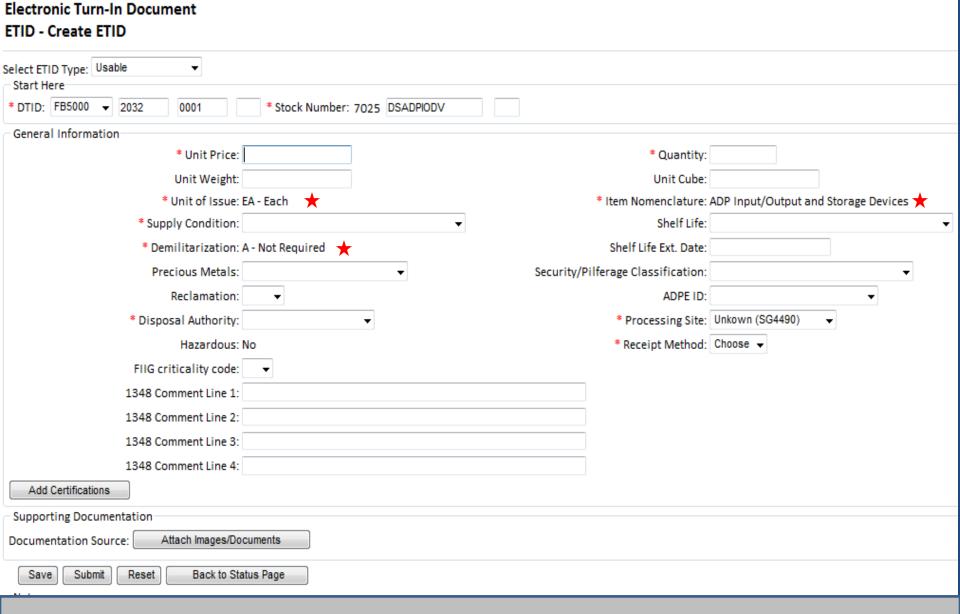


To create an ETID, select "New ETID".

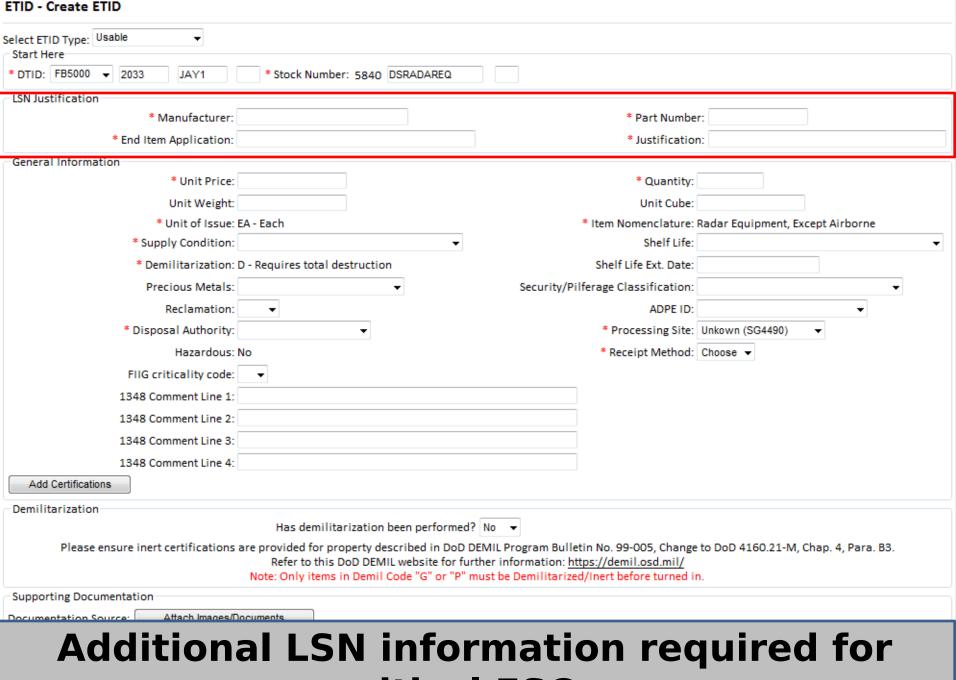




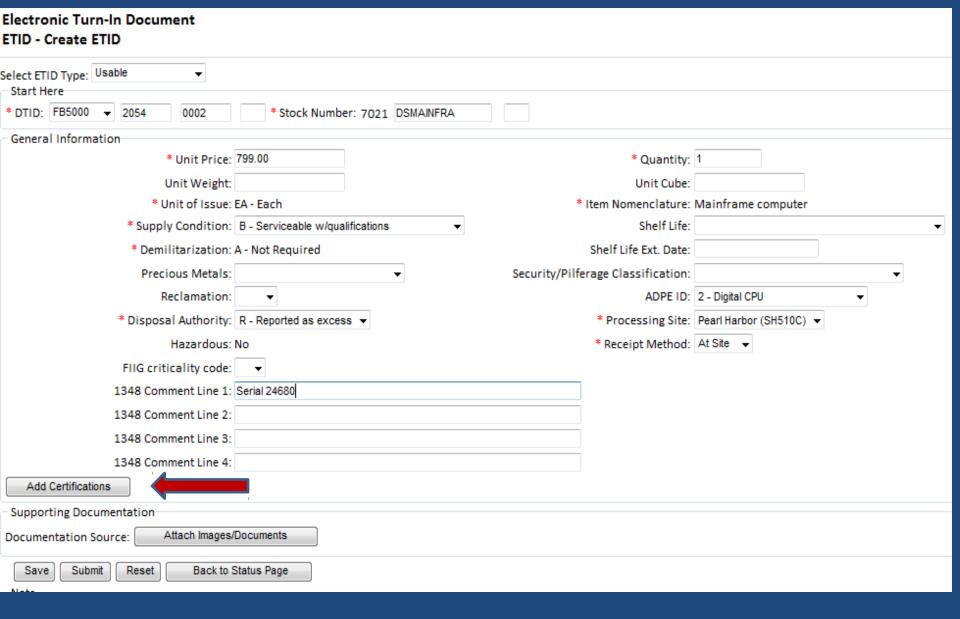




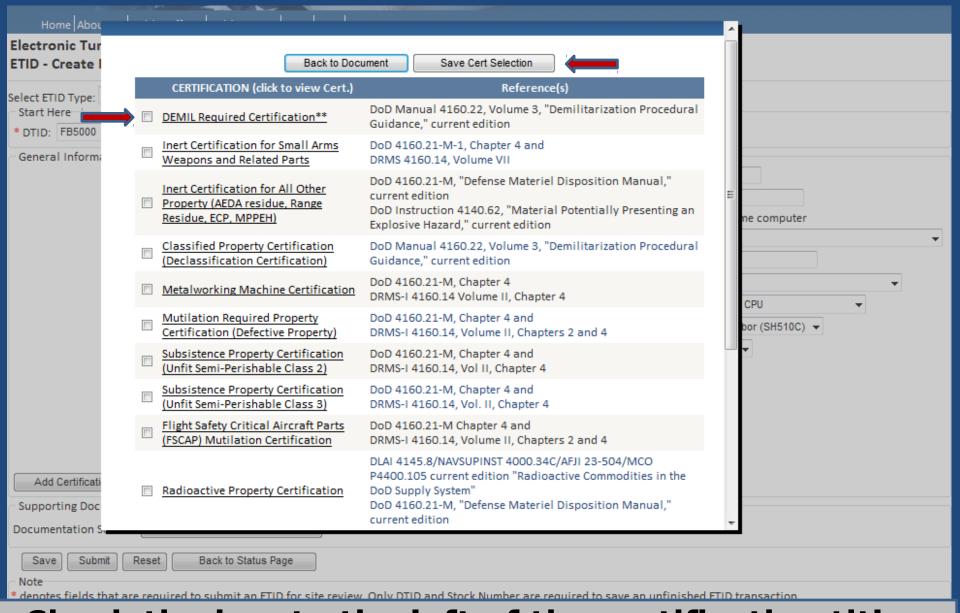
### When a LSN is chosen, Item Nomenclature, Unit of Issue and Demil Code will populate.



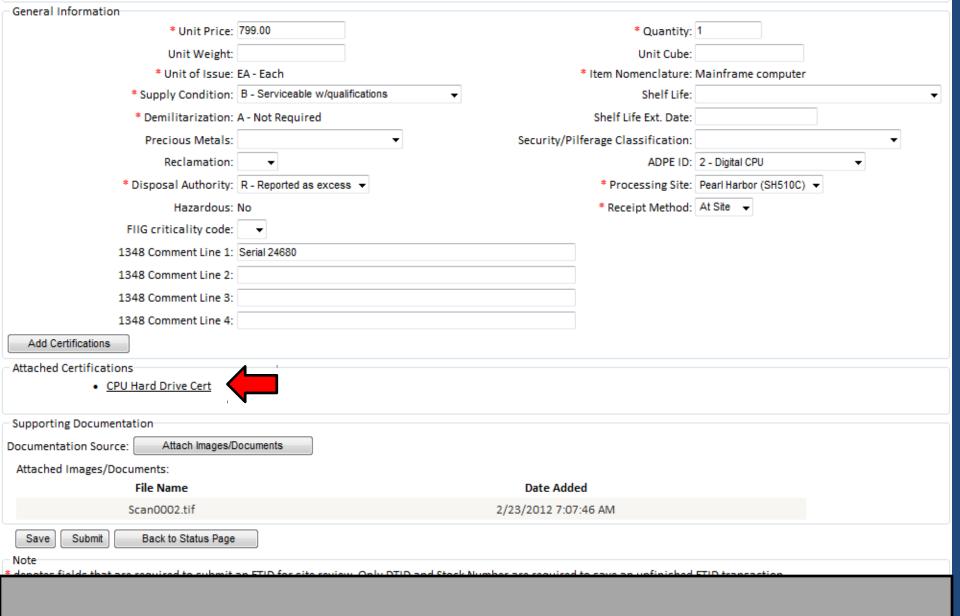
### critical FSCs.



#### To attach a certification.



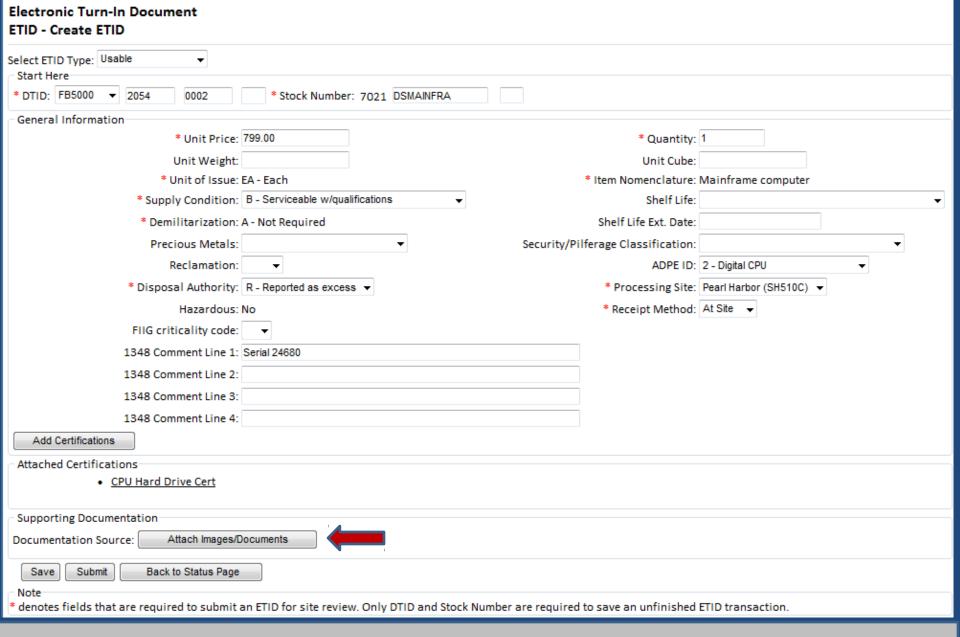
Check the box to the left of the certification title. Click "Save Cert Selection". To view a certification, click on the certification title.



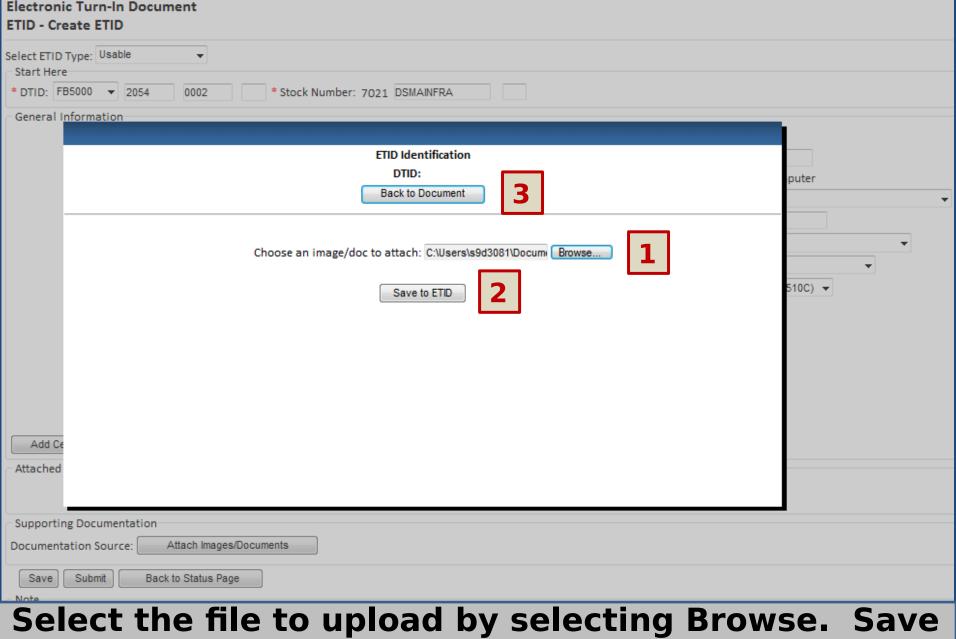
#### To view a selected certification, click on certification title

Title:	Radioactive Property Certification		
Reference:	DLAI 4145.8/NAVSUPINST 4000.34C/AFJI 23-504/MCO P4400.105 current edition "Radioactive Commodities in the DoD Supply System" DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition		
Description:	Radioactive items or material are not to be turned into the DRMO unless the generator provides a statement, signed by their Radiation Protection Officer (RPO) certifying that the item/material is radiation free.		
	Certification Statement:		
	I CERTIFY THAT THE ITEMS/MATERIAL ARE FREE OF RADIOACTIVE MATERIAL(S) AND RADIOACTIVE COMPONENT(S).  Signature:Date:  Printed Name/Grade/Rank:  Title:  Phone (COM/DSN/FAX):  Address:		

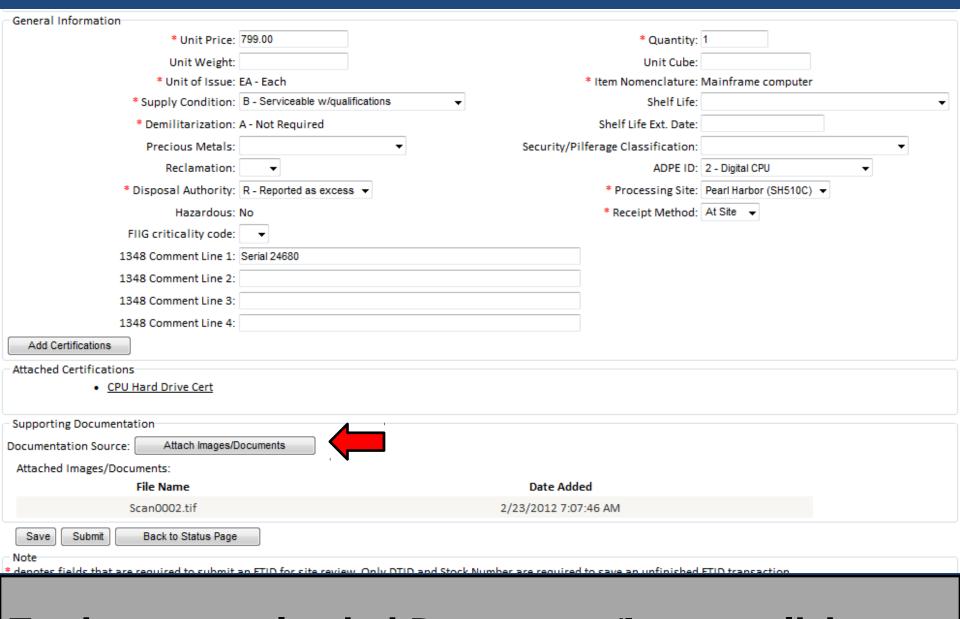
#### After viewing a certification, select "Close Window" to go back to the ETID.



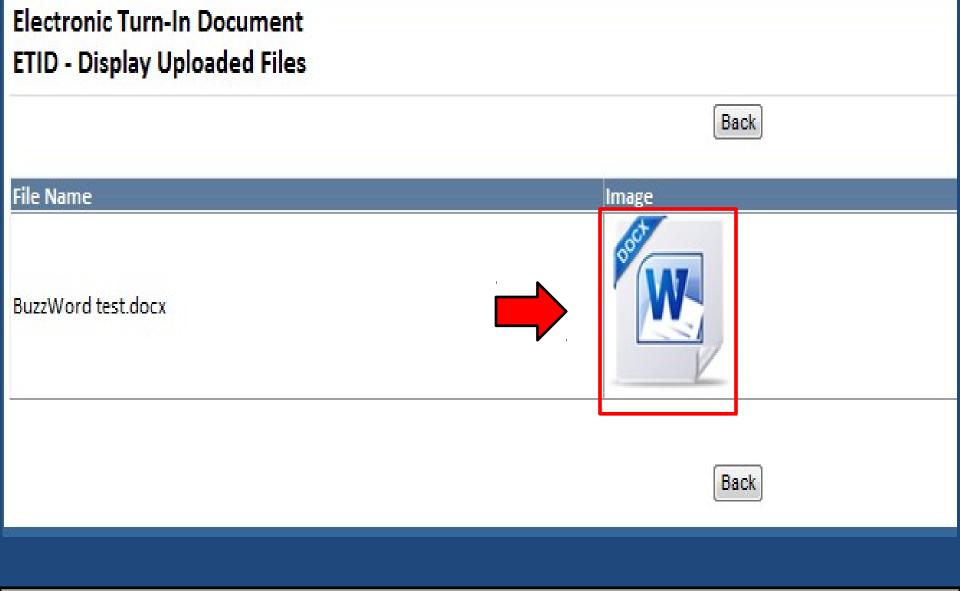
#### To attach a document or image to an ETID, click on "Attach Images/Documents.



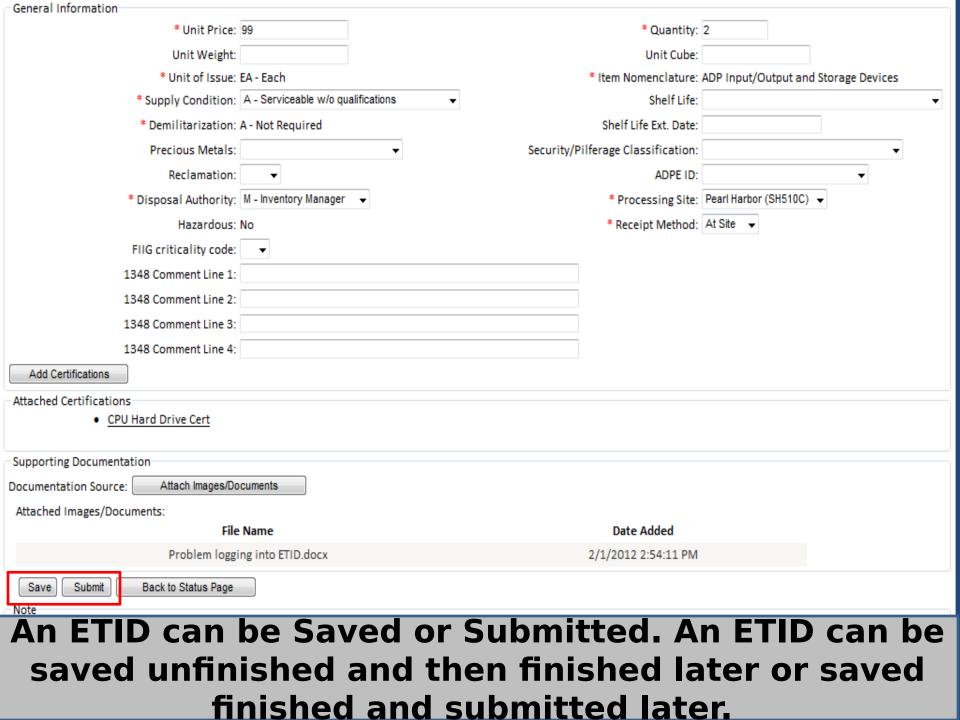
Select the file to upload by selecting Browse. Save the uploaded File. To return back to ETID, select "Back To Document"



#### To view any uploaded Documents/Images click on button

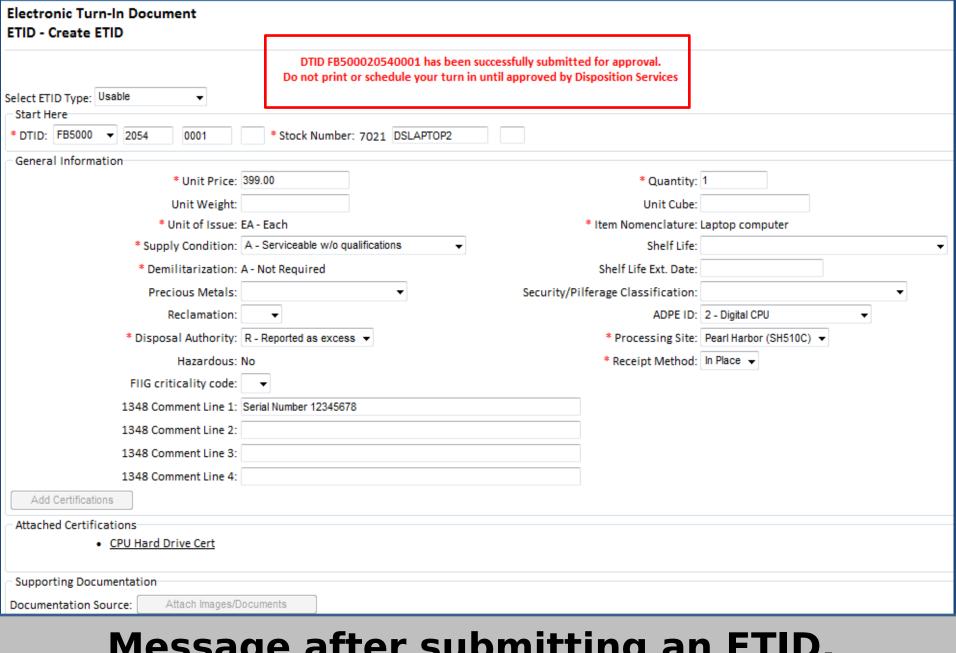


## Click on image to view respective documents. After closing windows, select "Back".

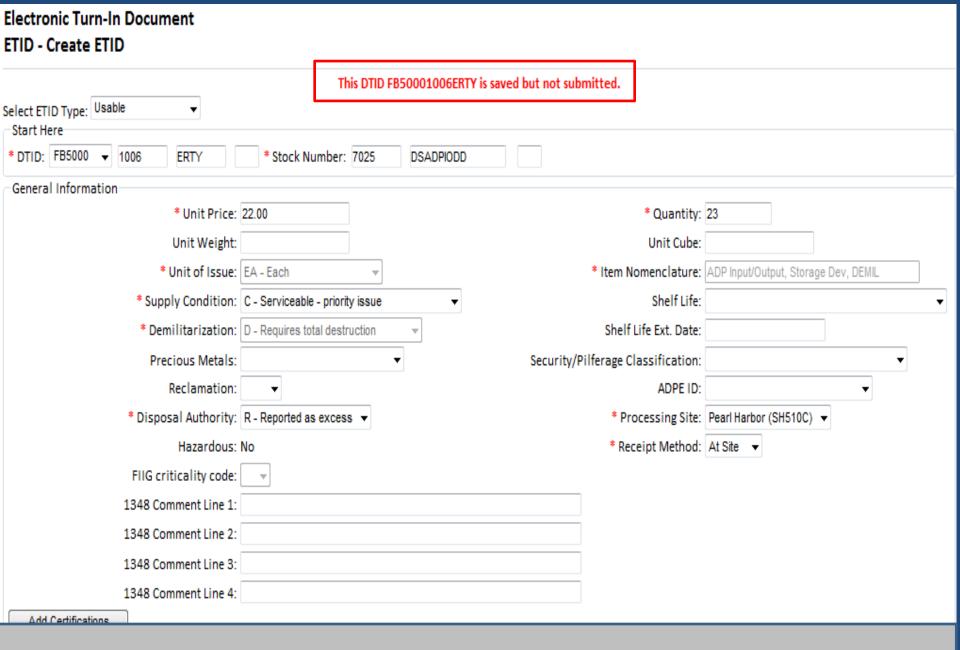


#### Electronic Turn-In Document ETID - Create ETID Unit Price Is Required. Quantity is Required. Supply Condition Code is Required. Select ETID Type: Usable Start Here \* DTID: FB6222 \* Stock Number: 7010 DSWORKST0 1111 General Information \* Unit Price: \* Quantity: Unit Weight: Unit Cube: \* Unit of Issue: EA - Each \* Item Nomenclature: Computer Workstation Shelf Life: \* Supply Condition: Demilitarization: A - Not Required Shelf Life Ext. Date: Security/Pilferage Classification: Precious Metals: Reclamation: ADPF ID: \* Disposal Authority: M - Inventory Manager \* Processing Site: Colorado Springs (SZ3038) ▼ Hazardous: No \* Receipt Method: At Site 🔻 FIIG criticality code: 1348 Comment Line 1: 1348 Comment Line 2: 1348 Comment Line 3: 1348 Comment Line 4: Add Certifications Supporting Documentation Attach Images/Documents Documentation Source: Submit Reset Back to Status Page Save denotes fields that are required to submit an ETID for site review. Only DTID and Stock Number are required to save an unfinished ETID transaction.

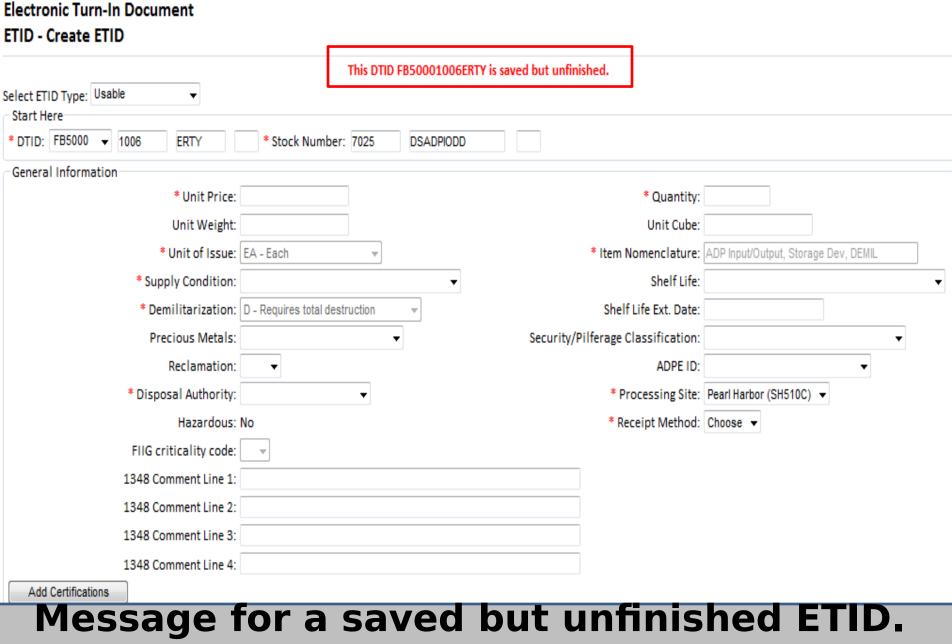
### Error messages will be given at top if ETID not correct or complete when submitted.



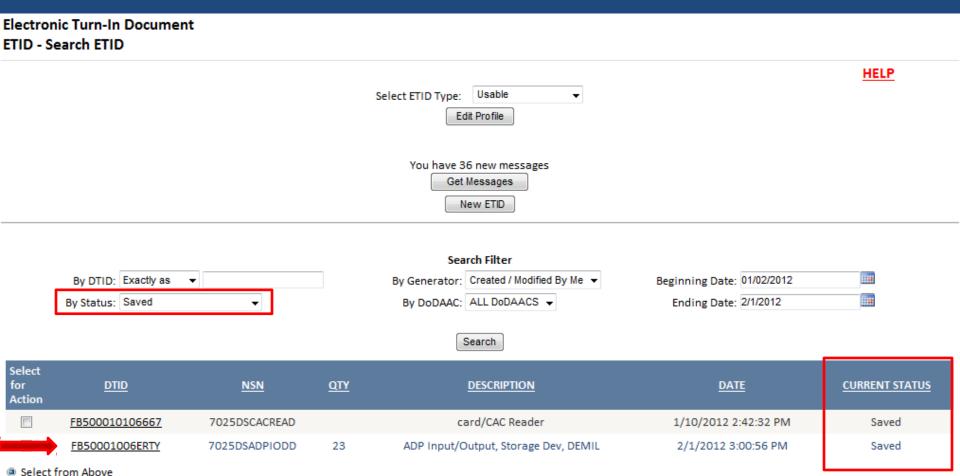
## Message after submitting an ETID. Wait for Disposition Services Site review.



#### Message for a finished ETID that is saved.



## This ETID can be completed later and submitted.



Select All on Page

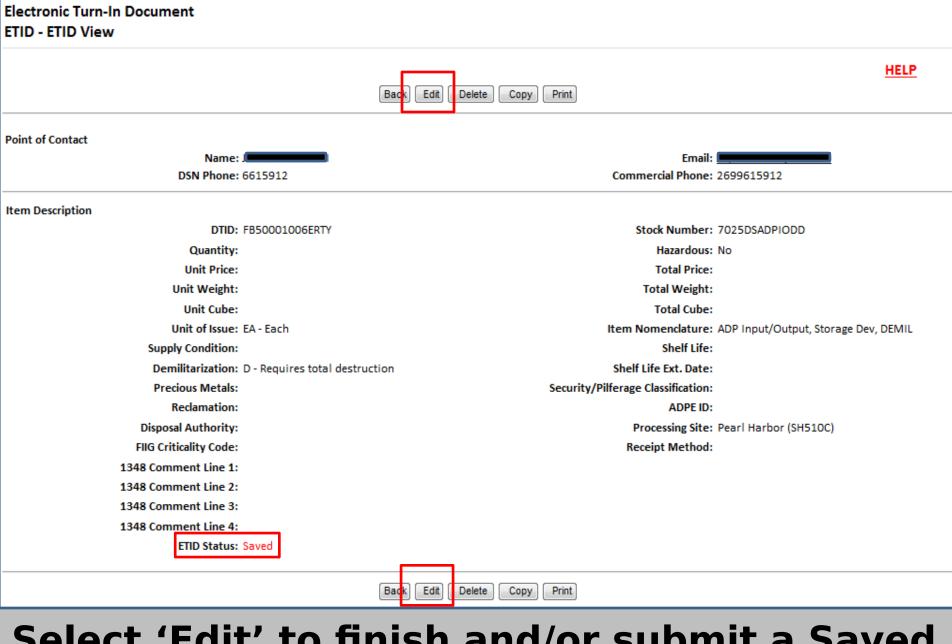
(1-2 of 2)

Print Selected ETID's

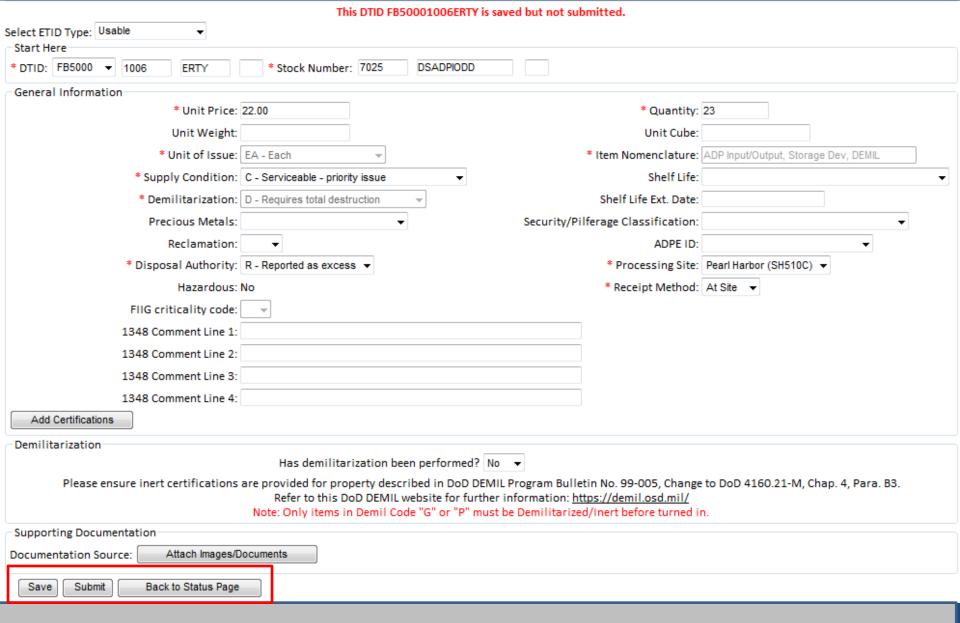
<u>Link to Schedule Property Turn-Ins of Approved ETIDs</u> Link to DRMS (Site) Locations Look-up

Actions

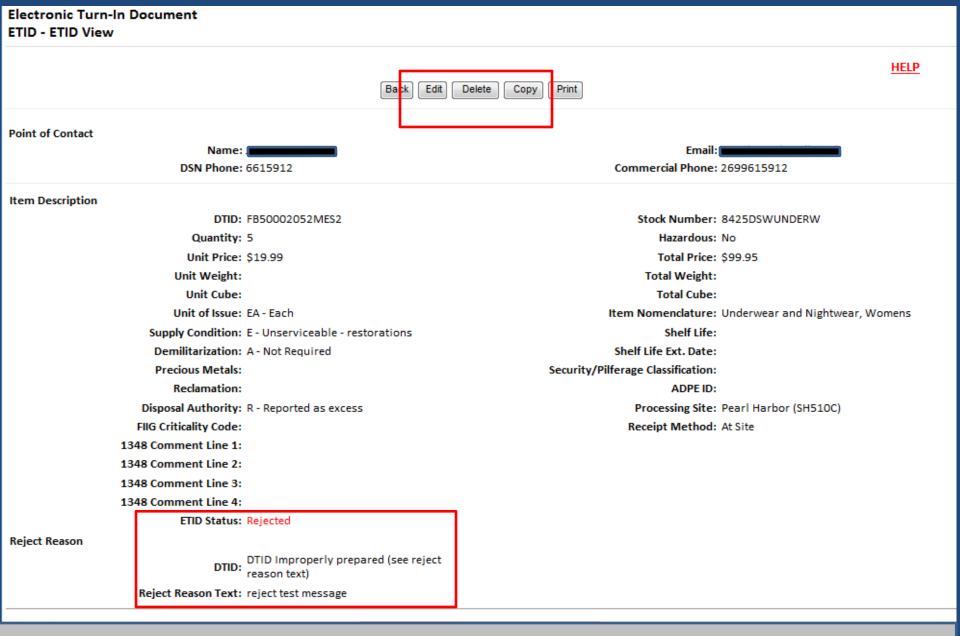
### To finish or submit a saved ETID, select the desired ETID.



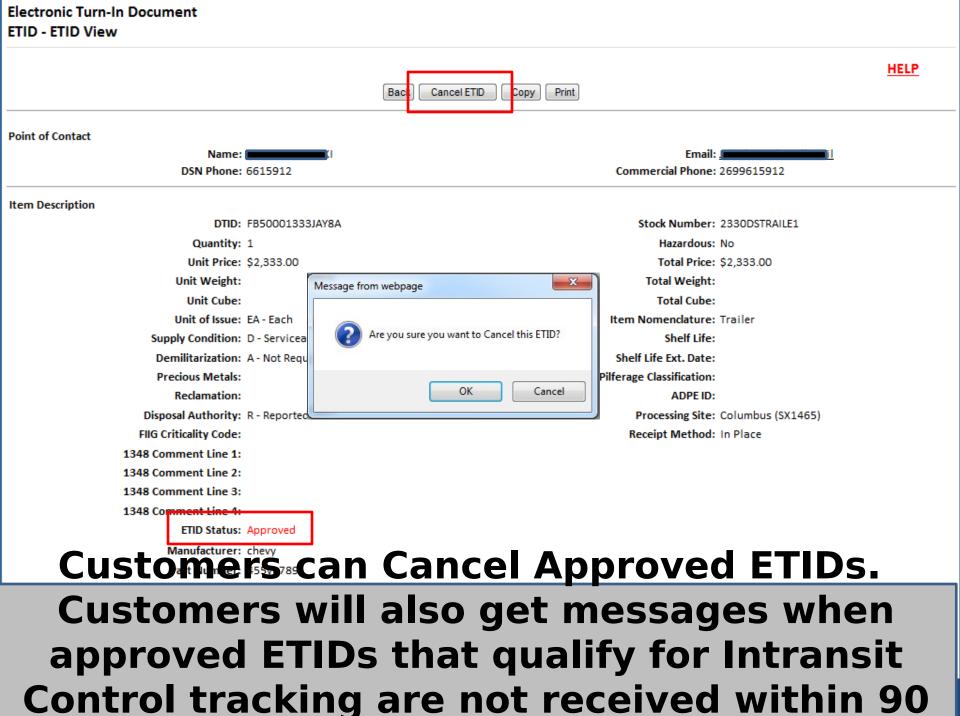
### Select 'Edit' to finish and/or submit a Saved ETID.



### Customers can make edits and select Submit or Save.



## Customers can Edit, Delete, or Copy ETIDs in Pending, Rejected or Redirected Status.





Back Cancel ETID Copy Print

#### Point of Contact

Name:

DSN Phone: 6615912

Email

Commercial Phone: 2699615912

#### Item Description

Accept Reason

DTID: FB500020540001

Quantity: 1

Unit Price: \$399.00

Unit Weight: Unit Cube:

Unit of Issue: EA - Each

Supply Condition: A - Serviceable w/o qualifications

Demilitarization: A - Not Required

**Precious Metals:** 

Reclamation:

Disposal Authority: R - Reported as excess

FIIG Criticality Code:

1348 Comment Line 1: Serial Number 12345678

1348 Comment Line 2: 1348 Comment Line 3:

1348 Comment Line 4:

ETID Status: Approved

Accept Reason Text: Please provide 4 copies of DD 1348-1A.

Make sure Hard Drive label is on computer

Stock Number: 7021DSLAPTOP2

Hazardous: No

Total Price: \$399.00

Total Weight:

Total Cube:

Item Nomenclature: Laptop computer

Shelf Life:

Shelf Life Ext. Date:

Security/Pilferage Classification:

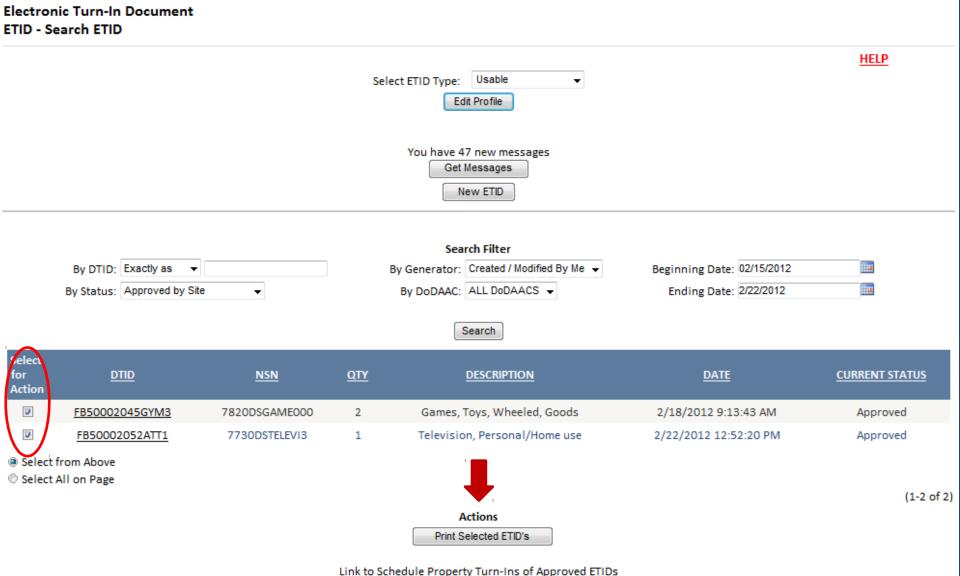
ADPE ID: 2 - Digital CPU

Processing Site: Pearl Harbor (SH510C)

Receipt Method: In Place

# Customers may also receive information related to an approved ETID. View an approved ETID to check for additional

information



Enix to Schedule 1 Toperty Tahr Ins 61 Approved Eniss

# Customers can Print Approved ETIDs. Customers should wait for ETIDs to be reviewed before they print.

#### Electronic Turn-In Document ETID - Print Selection

Download Adobe Acrobat PDF Reader

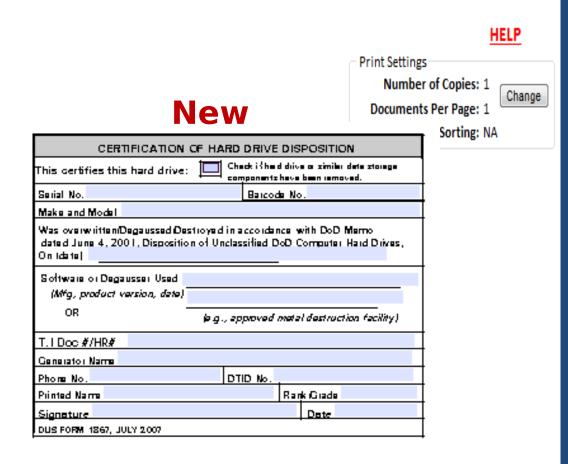
Prepare to print <u>Inventory Labels</u> on an InterMec printer.

Prepare to print <u>Inventory Labels</u> on an inkject/laser printer.

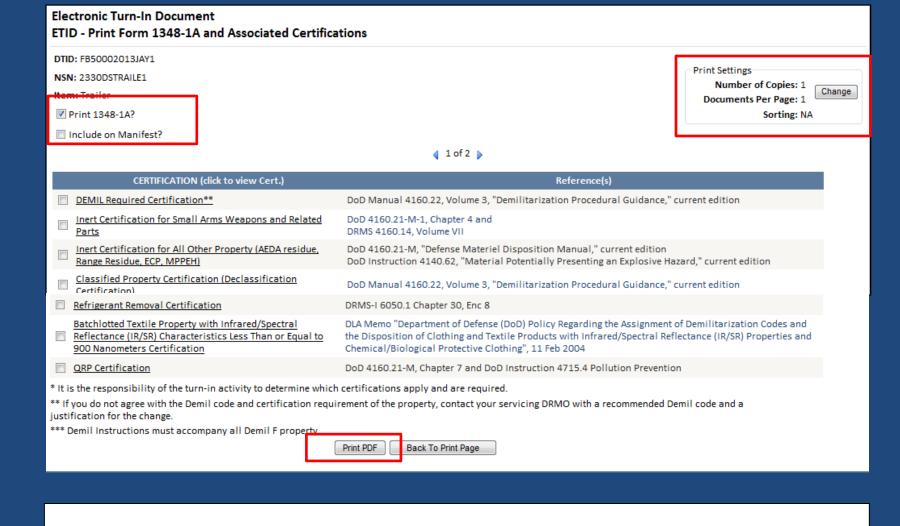
Prepare to print <u>1867 Hard Drive Label</u> on an inkject/laser printer.

Prepare to print <u>DD 1348-1A, Certifications, and Shipping Manifest</u>

Back



After you select print, you can choose what you want to print. You can print labels, DD 1348-1A, Certifications, and a Shipping Manifest. Customers can now print a DLIS 1867 Hard Drive Label.



To download and print the PDF version of the requested Form 1348-1A and associated certifications, click the link:

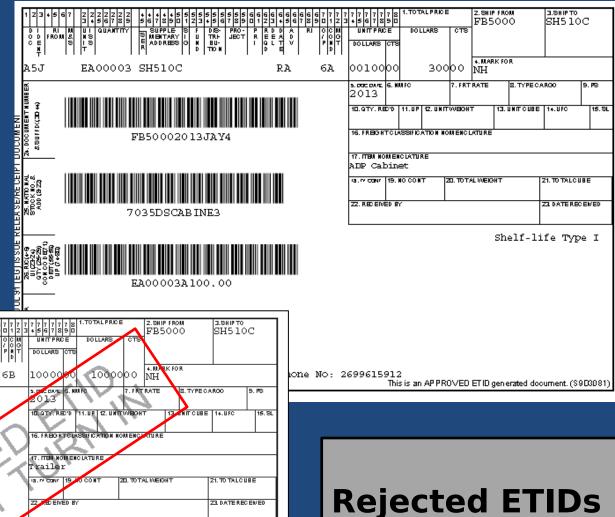
<u>Download Document</u>

Change Cert Setup

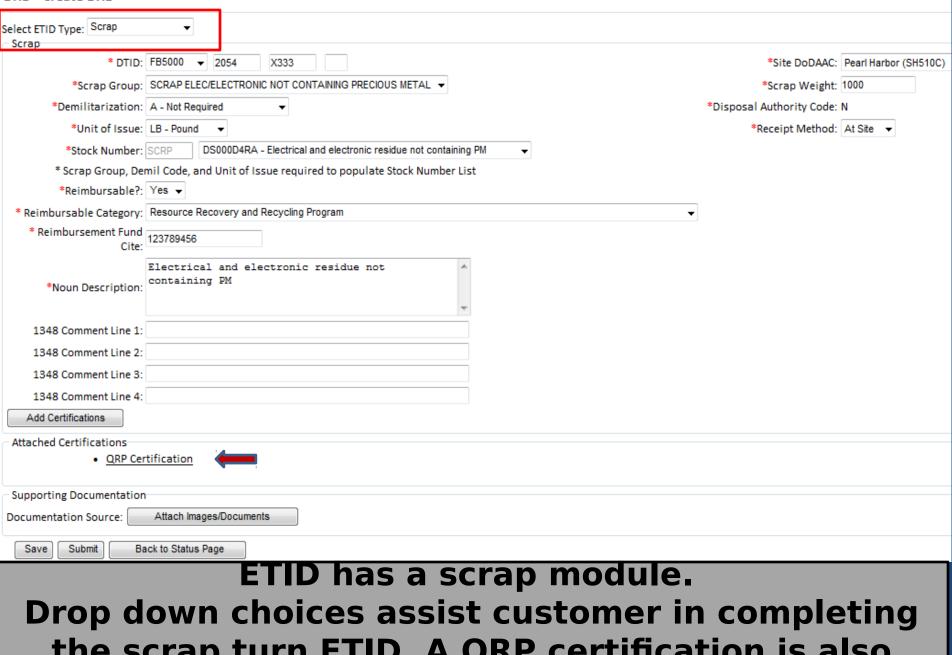
Back to Print Page

Back to ETID Status Page

## The 1348-1A in ETID now has 3 bar codes

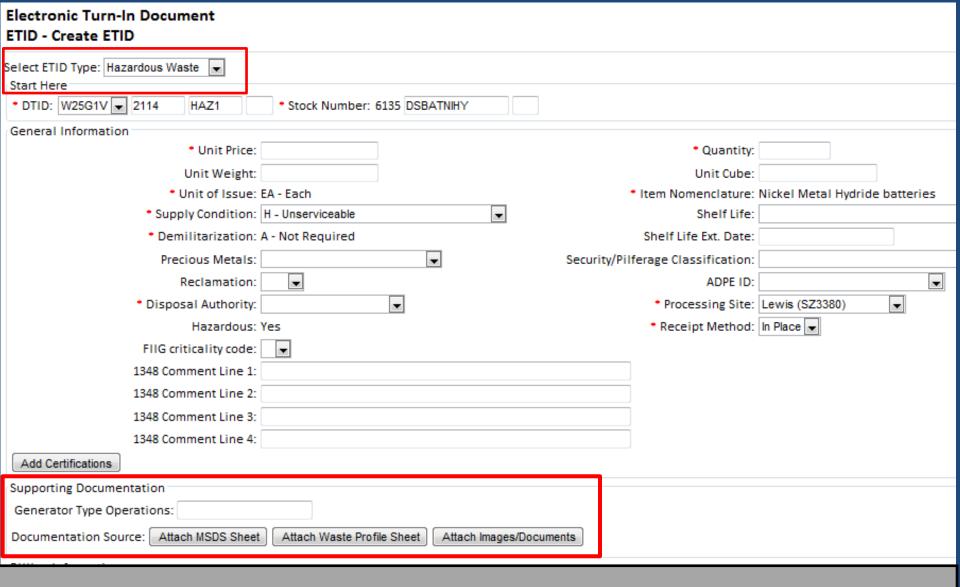


Rejected ETIDs now have a watermark.



ETID - Create ETID

### the scrap turn ETID. A QRP certification is also available



## ETID has a Hazardous Waste Module. Select and Attach Supporting Documentation. Enter additional required HW information.

Version: NA  *WPS Number:	Save Certify and Submit
*WPS Number: Name of Waste: Status: New *Site DoDAAC: W25G1V  Status: New  *Site DoDAAC: SZ3380   *Customer Information  * Generating Activity: Shop Name: Bedrock  *Customer Street Address: 1234 pebble drive  * Customer City/State/Country: bedrock MI USA  * Customer Zip Code: Projected Annual Volume:  Projected Annual Units:  Mode of Collection:  *Profile Established Date: 06/01/2012  *Customer DoDAAC: W25G1V   * Customer US EPA ID: JA12345678901  Customer US EPA ID: JA12345678901  * Technical Contact: Fred Flintsone  * Technical Phone: 3127677268  Technical Contact Title:  Projected Annual Volume:  Land Disposal Restricted?:  Exemption Granted?:  Meets Treatment Standards?:	
Name of Waste: Status: New  *Site DoDAAC: W25GIV  ustomer Information  * Generating Activity: Brewery  Shop Name: Bedrock  *Customer Street Address: 1234 pebble drive  * Customer City/State/Country: bedrock MI USA  * Customer Zip Code: 60638  Technical Contact Title:  Projected Annual Volume:  Projected Annual Units:  Mode of Collection:  *Customer DoDAAC: W25GIV  * Site DoDAAC: SZ3380  * Customer US EPA ID: JA12345678901  Customer US EPA ID: JA12345678901  * Technical Contact: Fred Flintsone  * Technical Contact: Fred Flintsone  * Technical Contact: Title:  Dioxin Waste?: □  Land Disposal Restricted?: □  Exemption Granted?: □  Meets Treatment Standards?: □	
Status: New  *Site DoDAAC: SZ3380   ustomer Information  * Generating Activity: Brewery  *Shop Name: Bedrock  * Customer Street Address: 1234 pebble drive  * Customer City/State/Country: bedrock MI USA  * Customer Zip Code: 60638  * Process Generating Waste:  Projected Annual Volume:  Projected Annual Units:  Mode of Collection:  * Site DoDAAC: SZ3380   Customer US EPA ID: JA12345678901  * Technical Contact: Fred Flintsone  * Technical Contact: Fred Flintsone  * Technical Phone: 3127677268  * Dioxin Waste?:   * Dioxin Waste?:   * Exemption Granted?:   * Meets Treatment Standards?:   * Meets Treatment Standards?:   * Meets Treatment Standards?:   * Meets Treatment Standards?:   * Technical Contact: Fred Flintsone  * Technical Contact: Fred Fl	
stomer Information  * Generating Activity: Brewery  * Shop Name: Bedrock  * Customer Street Address: 1234 pebble drive  * Customer City/State/Country: bedrock MI USA  * Customer Zip Code: 60638  * Customer Zip Code: 60638  * Process Generating Waste:  Projected Annual Volume:  Projected Annual Units:  Mode of Collection:  * Meets Treatment Standards?:	
* Generating Activity: Brewery  * Shop Name: Bedrock  * Customer Street Address: 1234 pebble drive  * Customer City/State/Country: bedrock MI USA  * Customer Zip Code: 60638  * Process Generating Waste:  Projected Annual Volume:  Projected Annual Units:  Mode of Collection:  * Customer US EPA ID: JA12345678901  * Customer State ID:  * Technical Contact: Fred Flintsone  * Technical Phone: 3127677268  * Technical Contact Title:  Dioxin Waste?:  Land Disposal Restricted?:  * Exemption Granted?:  * Meets Treatment Standards?:	*Site DoDAAC: SZ3380 ▼
* Shop Name: Bedrock  * Customer Street Address: 1234 pebble drive  * Customer City/State/Country: bedrock MI USA  * Customer Zip Code: 60638  * Process Generating Waste:  Projected Annual Volume:  Projected Annual Units:  Mode of Collection:  * Customer State ID:  * Technical Contact: Fred Flintsone  * Technical Phone: 3127677268  * Technical Contact Title:  Dioxin Waste?:  Exemption Granted?:  Meets Treatment Standards?:	
* Customer Street Address: 1234 pebble drive   * Customer City/State/Country: bedrock MI USA   * Customer Zip Code: 60638   Process Generating Waste: Dioxin Waste?:   Projected Annual Volume: Land Disposal Restricted?:   Projected Annual Units: Exemption Granted?:   Mode of Collection:   Meets Treatment Standards?:	Customer US EPA ID: JA12345678901
* Customer City/State/Country: bedrock MI USA  * Customer Zip Code: 60638  Process Generating Waste:  Projected Annual Volume:  Projected Annual Units:  Mode of Collection:  * Technical Phone: 3127677268  Technical Contact Title:  Dioxin Waste?:  Land Disposal Restricted?:  Exemption Granted?:  Meets Treatment Standards?:	Customer State ID:
* Customer Zip Code: 60638  Process Generating Waste:  Projected Annual Volume:  Projected Annual Units:  Mode of Collection:  Technical Contact Title:  Dioxin Waste?:  Land Disposal Restricted?:  Exemption Granted?:  Meets Treatment Standards?:	* Technical Contact: Fred Flintsone
Process Generating Waste:  Projected Annual Volume:  Projected Annual Units:  Exemption Granted?:  Mode of Collection:  Meets Treatment Standards?:	• Technical Phone: 3127677268
Projected Annual Volume:  Projected Annual Units:  Exemption Granted?:  Mode of Collection:  Meets Treatment Standards?:	Technical Contact Title:
Projected Annual Units: Exemption Granted?:   Mode of Collection: Meets Treatment Standards?:	Dioxin Waste?:
Mode of Collection:	Land Disposal Restricted?:
	Exemption Granted?:
Treatment Reference Standards:	Meets Treatment Standards?:
	Treatment Reference Standards:
Your can create a Hazard	

Flectronic Turn-In Document

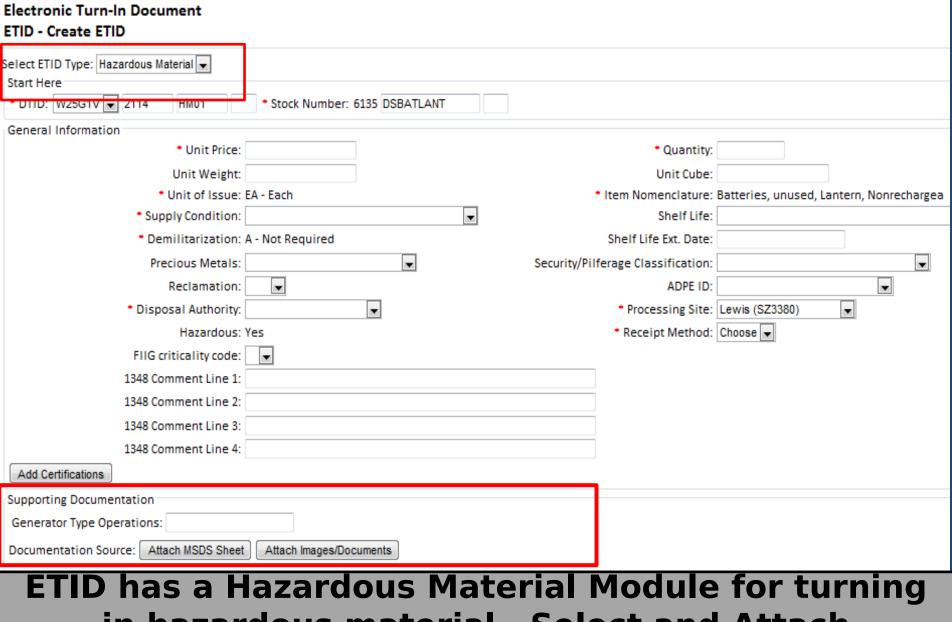
You can save a HWPS. Certify (or Re-Certify) and Submit your HWPS to be authorized for use by the

	Back to Status Page New Hazardous WPS	
	Filter Waste Profile Sheet List	
By WPS Number: Exactly as	Customer DoDAAC: W25G1V ▼	By Customer: Created / Modified By All
By Status: All	By Site DoDAAC: All	Customer EPA ID: Jay1234567890

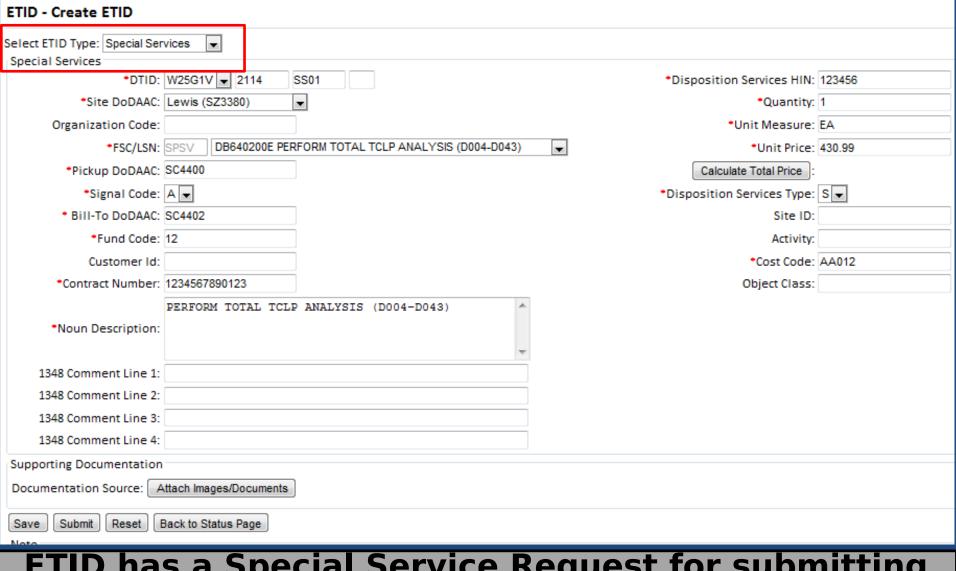
Search

WPS Number	Customer DoDAAC	Site DODAAC	Name of Waste	Established Date	<u>Version</u>	<u>Status</u>
JAYW25G1V	W25G1V	SZ3487	TEST GOO	02/17/2012	1	Pending
ALLFIELDS0044	W25G1V	SZ3380	no sub cert	07/26/2012	1	Pending
EVERYTHING01	W25G1V	SZ3380	Every Field filled	04/09/2012	2	Pending
EVERYTHING022	W25G1V	SZ3380	Every Field filled	02/24/2012	2	Pending
CREATE001	W25G1V	SZ3380	CreatewpsinETID	03/23/2012	1	Pending
CREATE002A	W25G1V	SZ3380	CreatewpsinETID	03/23/2012	1	Pending
ROSE001	W25G1V	SZ3380	OBERON	03/30/2012	1	Pending
LILLY001	W25G1V	SZ3380	Stout	03/30/2012	1	New
DAHLIA001	W25G1V	SZ3380	Lager	03/30/2012	1	Pending
TULIP001	W25G1V	SZ3380	Ale	04/02/2012	1	Rejected

Your can manage, view, and sort Hazardous Waste Profile Sheets (HWPS) within ETID. You can create multiple versions of a HWPS, copy a HWPS, and recertify a HWPS.

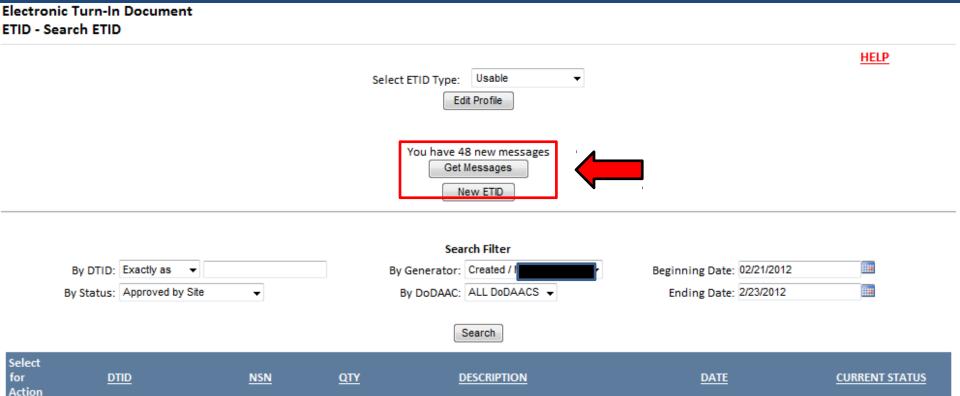


# ETID has a Hazardous Material Module for turning in hazardous material. Select and Attach Supporting MSDS Documentation. Enter additional required HM information.



Electronic Turn-In Document

ETID has a Special Service Request for submitting requests for services under your disposal contract. Drop down choices assist customer in completing the Special Service Request.



Get Messages provides a central location to view/process	
ETID's based on actions taken by Disposition Services Sites.	
It can be used as an alternative way to managing ETIDs in lieu	

Television, Personal/Home use

Laptop computer

2/22/2012 12:52:20 PM

2/23/2012 7:40:42 AM

Approved

Approved

7730DSTELEVI3

7021DSLAPTOP2

FB50002052ATT1

FB500020540001

of by Status Code.

Customers will receive messages notifying them that an ETID has been approved, rejected, or redirected.

Back To Search Page

Viewing Usable Messages

Totals reflect all messages for ETIDs available for viewing without application of any filters.

Action Required: 1 new message(s)

Warning: 23 new message(s) - 5 read message(s)

Info: 24 new message(s)

	Select Document Type: ALL ▼  Priority: ALL ▼	
	Search Filter	
By Identifier: Starting With ▼		Beginning Date: 01/24/2012
By Status: ALL ▼	By DoDAAC: Items created by me ▼	Ending Date: 2/23/2012
	Search	

The "ETID - Messages" screen provides a summary of messages by priority. "Action Required" means some action identified in the message will be required of the user. "Warning" and "Info", inform of some action that has been taken on an ETID or WPS, but no further direct action is required.

You can use the filters to get listings of messages.

Search

Select for Action	DTID/HWPS	<u>Subject</u>	<u>Status</u>	<u>Priority</u>	<u>Date Sent</u>
	FB50002039ZAY1	ETID has been redirected to Site SH510C	Read	WARNING	2/8/2012 10:17:08 AM
	FB50002039DAY1	ETID has been redirected to Site SH510C	New	WARNING	2/8/2012 10:17:29 AM
	FB50002039CAT1	ETID has been redirected to Site SH510C	New	WARNING	2/8/2012 10:33:12 AM
	FB50002039CAT2	ETID has been redirected to Site SH510C	New	WARNING	2/8/2012 10:33:37 AM
	FB50002013JAY1	ETID has been redirected to Site SX1465	New	WARNING	2/3/2012 12:51:06 PM
	FB50002013JAY1	ETID has been redirected to Site SZ3038	New	WARNING	2/3/2012 1:04:58 PM
	FB50002039FOX1	ETID has been approved by Site	New	INFO	2/12/2012 2:02:23 PM
	FB50002052ATT1X	ETID has been redirected to Site SZ3038	New	WARNING	2/22/2012 12:36:10 PM
	FB50002052ATT1	ETID has been approved by Site	New	INFO	2/22/2012 12:52:20 PM
	FB50002039FOX2	ETID has been approved by Site	New	INFO	2/13/2012 2:25:40 PM
1 <u>2</u> <u>3</u>					
Select from Above     Select All on Page     Select All On All Pages					

ETIDs related to a message may be viewed. To view an ETID from the Message center check the box and select "Select for Viewing" or click on the DTID number.

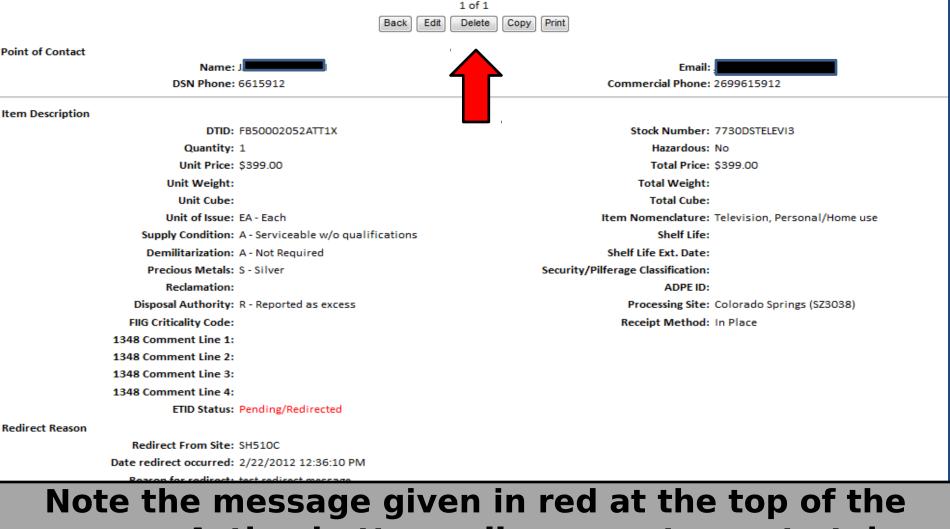
Select for Viewing

Delete Messages

(1-10 of 24)

#### Electronic Turn-In Document ETID - Message Display

#### This ETID has been redirected to Site SZ3038 from SH510C



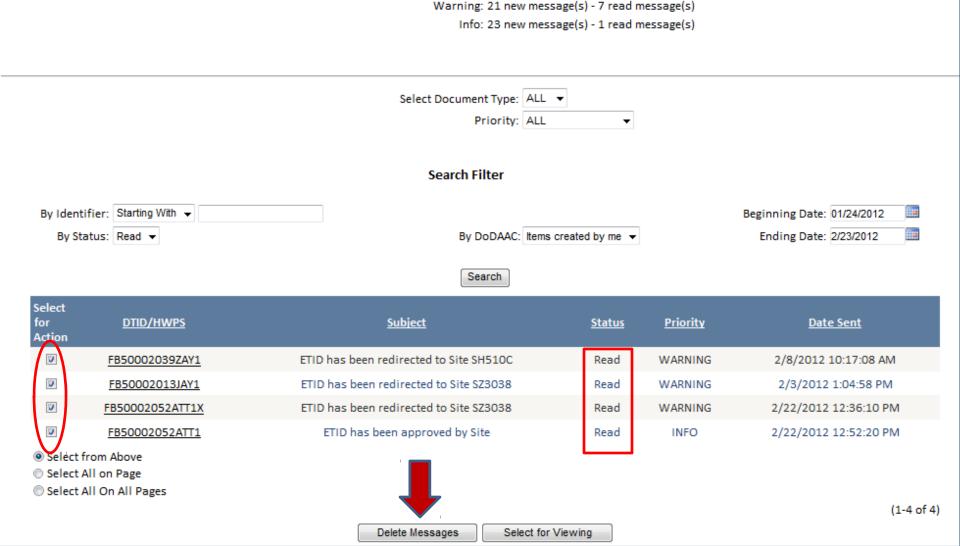
Currently viewing all selected messages.

HELP

Note the message given in red at the top of the screen. Action buttons allow a customer to take various actions based on the ETID status.

ETID - Message Display This ETID has been approved by Site SH510C HELP Currently viewing all selected messages. 1 of 1 Cancel ETID Print Copy Point of Contact Name: J Email: J Commercial Phone: 2699615912 DSN Phone: 6615912 Item Description DTID: FB50002052ATT1 Stock Number: 7730DSTELEVI3 Quantity: 1 Hazardous: No Unit Price: \$399.00 Total Price: \$399.00 Unit Weight: Total Weight: Unit Cube: Total Cube: Unit of Issue: EA - Each Item Nomenclature: Television, Personal/Home use Supply Condition: A - Serviceable w/o qualifications Shelf Life: Demilitarization: A - Not Required Shelf Life Ext. Date: Precious Metals: S - Silver Security/Pilferage Classification: Reclamation: ADPE ID: Disposal Authority: R - Reported as excess Processing Site: Pearl Harbor (SH510C) FIIG Criticality Code: Receipt Method: In Place 1348 Comment Line 1: 1348 Comment Line 2: 1348 Comment Line 3: 1348 Comment Line 4: ETID Status: Approved Accept Reason Accept Reason Text: test approved message

When you view a ETID, the status of a message will change from "New" to "Read". For action required messages, the action taken will automatically delete the message.



Action Required: 1 new message(s)

## Read messages can be deleted. For Action Required messages, the action taken will automatically delete the message.

#### For additional information on using ETID:

## Contact your local Disposition Service Site for questions regarding specific turn-ins

http://www.dispositionservices.dla.mil/drmo/drmo-locations.shtml

#### For Customer Support:

By email: DLA Contact Center
By Phone: 1-877-352-2255